

BUDGET POSTERS

BUDGET PRESENTATION QUALITY

printfx

ORDER FORM

- 2 EASY STEPS**
1. Enter Personal Info
2. Enter Job Info

Job Number: _____

Date Received: ____/____/____ Time Received: _____

Received by: _____ Worked by: _____ Qc'd by: _____

GRAND TOTAL \$ _____

(✓) price doubled for RUSH ☐

Date / Time
OFF HOLD:

printfx

1

LAST: _____ FIRST: _____ PHONE: _____

MAJOR: _____ INSTRUCTOR'S LAST NAME: _____

☐ STUDENT ☐ STAFF ☐ FACULTY

DEPARTMENT HEAD

No borderless printing. 1/8"-1/4" uneven borders around all sides of print. 6" length minimum charge

2

LIST FILE NAME(S) & TYPE (ex. pdf; jpg, etc.)	PAGE RANGE	# OF COPIES	Resize to Fit 	Add Trim Marks? 	36" wide Bond (plain)	24" wide Special	Enter Size
					Inkjet Paper \$0.75/Linear Inch*	Screenprinting Film \$1.50/Linear Inch*	
1. _____ FILE NAME & FILE TYPE	—	ea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div>X</div> <div>W L</div>
2. _____	—	ea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div>X</div> <div>W L</div>
3. _____	—	ea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div>X</div> <div>W L</div>
4. _____	—	ea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div>X</div> <div>W L</div>
5. _____	—	ea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div>X</div> <div>W L</div>
TOTAL PRINTS: _____					By submitting this form, you agree that it has been completed to the best of your knowledge and that PrintFX will provide color consistency to the best of their ability. PrintFX is not responsible for exact color matching. Policies & services subject to change without notice. FIT is not responsible for the policies of PrintFX.		

Customer Notified
Initials _____
Time _____ Date _____

(circle): Spoke to customer Voice Mail Emailed Unreachable

Issue:
(circle)

Missing Paper Type or Size

File / paper size discrepancy

File missing or won't open

Solution:
(circle)

Reprint with new instructions

Print anyway

Cancel Job

Expect new file

Issue / Other details: _____

FIT State University of New York

printfx

Updated 4/25/2025